

Jacket: 504-499

Title: 2021 Desktop Planner Calendar (DSO 730445)

Agency: DLA

Bid Opening: February 4, 2021 at 11 AM

Contractor Name	Bid	Terms		Discounted Total
*MONARCH LITHO, INC	\$164,461.00	2%	20 days	\$161,171.78
ADVANTAGE MAILING LLC	\$181,565.66	1%	20 days	\$179,750.00
LAS VEGAS COLOR GRAPHICS	\$305,555.00	5 %	20 days	\$290,277.25
CONSOL GRAPH INC/WESTLAND PRT	NO BID			
*= Awarded				

SPECIFICATIONS

U.S. Government Publishing Office (GPO) - Philadelphia
Southampton, Pennsylvania 18966-3820

BID OPENING: Bids shall be opened at **11:00 AM**, prevailing Philadelphia, PA time, on **February 4, 2021** at the U.S. Government Publishing Office, Philadelphia Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

Any questions before or after award concerning these specifications, email Melita Webb at mwebb@gpo.gov or call (215) 364-6465, Ext. 5.

BIDDERS, PLEASE NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit emails bids to bidsphiladelphia@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following

- Illegibility of bid.
- Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Note: The GPO 910 "BID" Form is no longer required; bidders are to fill out, sign/initial, as applicable, and return page 8.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, (Rev. 09/19)).

- GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>
- GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (Publications 310.2, effective December 1, 1987 (Rev. 01-18) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents.

1. Most recent profit and loss statement
2. Most recent balance sheets
3. Statement of cash flows
4. Current official bank statement
5. Current lines of credit (with amounts available)
6. Letter of commitment from paper supplier(s)
7. Letter of commitment from and subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management
Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Vendors are expected to submit invoices within 15 days of job shipping/delivery.

GOVERNMENT TO FURNISH: Digital file on thumb drive, color proofs and color lasers furnish visuals.

PREFLIGHT: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to mwebb@gpo.gov.

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of the GPO Philadelphia regional office.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the product(s) in accordance with these specifications.

PRODUCT: Desk top day planner pad printed in 4 color process, Red 187C and Blue 296C plus Spot Varnish, Shrink-wrap in units of 25's.

QUANTITY: 100,000 DESKTOP PLANNER CALENDARS (DSO 730445)

PLUS: 50 Quality Assurance Samples
1 Department Sample

TITLE: 2021 DESKTOP PLANNER CALENDARS (DSO 730445)

PROOFS

Contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs must have all elements in proper position. Contractor must email Melita Webb at mwebb@gpo.gov to confirm receipt.

Soft proofs will be withheld not longer than 1 workday from date of receipt by the Government to date of proof approval and/or corrections from the ordering agency via email. NOTE: The date of receipt by the Government is NOT considered the first workday.

Contractor must email Vincent.Bradley@marines.usmc.mil, Jennifer.2.Brown@dla.mil and mwebb@gpo.gov.

Email proofs are due on/or before **February 9, 2021** and will be held 1 working days.

After Approval of PDF proof contractor to submit:

PRIOR TO PRODUCTION SAMPLES: After PDF proof approval and prior to the commencement of production of the contract production quantities, the contractor shall submit 2 samples, to the addresses indicated (1 sample to each of 2 addresses). Samples must be constructed as specified using the material, colors, equipment, and methods of production which will be used in producing the finished products. Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials & quality of reproduction using the specified production method.

The packages must be marked "PRE-PRODUCTION SAMPLES, DO NOT DELAY"; and must include the GPO jacket number, department requisition number & title.

The samples must be submitted in sufficient time to allow Government inspection and production and shipment in accordance with the required delivery schedule.

The Government will approve, conditionally approve, or disapprove the samples within 2 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantity in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final products prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantities. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Pre-production proofs are due on/or before **February 15, 2021** and will be held 2 working days.

1. One set of proofs, should be sent directly to: Buffy Torres, 7050 Summit Ridge Chase, Cummings, GA 30042; M/F: 2021 Desktop Planner Calendar, Jacket: 504-499, Requisition: 1-000071G.

2. Second set of proofs, should be sent to: Vincent S. Bradley, 3280 Russell Road, 2nd Floor, Quantico, VA 22134; M/F: 2021 Desktop Planner Calendar, Jacket: 504-499, Requisition: 1-000071G.

PROOFING REQUIREMENTS: All of the requirements specified above must be met by the contractor.

Failure to comply could cause the Government to return the proofs immediately for remedy. No additional time beyond the original production schedule established in these specifications will be allowed for fulfillment of proofing requirements.

NOTE: ALL PROOFS AND PAPER SAMPLE MUST BE SIGNED BY A REPRESENTATIVE OF YOUR COMPANY AND IDENTIFIED WITH THE COMPANY NAME.

Email tracking information after shipping to: Jennifer.2.Brown@dla.mil and mwebb@gpo.gov.

Description of 2021 Desktop Planner Calendar

Trim Size:

Day Planner Sheets: 21-3/4 x 15"

Base Sheet: 21-3/4 x 17-3/4"

Chipboard backing: 21-3/4 x 17-3/4"

Stock/Paper:

Day Planner Sheets: White Uncoated Text, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Base Sheet Litho: White Coated One-Side Cover (C1S), 12 pt., equal to JCP Code L70.

Backing: Chipboard 22pt. Thick.

Book Cloth Black, 1-5/8" wide strip.

Ink: 4 color process, Red 187C and Blue 296C plus spot varnish.

Varnish: A "low rub" spot varnish required over all full color illustrations and color builds.

Printing: Each day planner sheet (12) and Base sheet prints face only in 4 color process, Red (187C) and Blue (296C), plus spot vanish. The Base Sheet prints face only in 4 color process, Red (187C) and Blue (296C), plus spot vanish at the bottom portion (2-3/4" x 21-3/4").

Format: Day Planner Sheets July 2021 thru June 2022, a 13th sheet (Base Sheet) to be collated in sequence, padded (top edge) with black book cloth and chipboard backing (22 pt. thick). Follow files for color breaks.

Margin: Day planner sheets/page, all pages bleed all 4 sides. Base Sheet Bleed 3 sides.

Perforation: Day Planner Sheets - Perforate once, with a full horizontal perforation long the 21-3/4" dimension, 3/4" from the top edge.

NOTE: LITHO PERFORATIONS ARE NOT ACCEPTABLE.

Binding: Trim 4 sides. Collate day planner sheets July 2021 thru June 2022, base sheet and backing chipboard and bind with four (4) wire stitches @ 7-1/4" center to center and 1/4" center to edge along the 21-3/4 x top dimension, through the sheets and chipboard. After wire stitching, cover along the bind edge with a 1-5/8" X 21-3/4" strip of black book cloth, lapping equally @ approximately 11/16" over the top sheet and wrapping around the top edge to lap over the chipboard. Cloth strip must be firmly glued in place.

Die cut four (4) 3/4" slits on the lower right side of the base sheet to house a business card. Follow files for position.

Apply two (2) 1 x 1" patches of double-sided tape on the chipboard, one patch on the left side @ 1-1/4" from the left trim edge and one on the right side @ 1-1/4" from the right trim edge. Position both patches approximately @ 1-1/2" from the bottom.

NOTE: End user will expose double sided tape adhesive and fasten base sheet to backing sheet, after inserting business card.

Packing: Shrink-wrap in units of 25's and box per mailing carton. Follow GPO white shipping label. Carton labels must show title, quantity, form number and control number and must appear on the outside of the mailing and shipping cartons. Use new corrugated fiberboard for mailing and shipping containers. Shipping containers may contain more than one mailing carton provided the weight does not exceed 50 Lbs. Use only new corrugated solid fiberboard containers with minimum bursting strength of 275 p.s.i.

PALLETS/PALLETIZING: Pallets used for delivery to AMWARE Fulfillment in Austell, GA MUST be wood and have front and rear load beam, with a single (1) 48" long 2 x 4 upright support, centered on the length of the 48" dimension; this will allow a "fixed-fork unloader/uploader to enter the pallets and place them in the warehouse racks. Pallets MUST be partially shrink-wrapped, and the size MUST be 48" X 40", with a maximum height of 48". Cartons MUST be stacked on pallets in a staggered manner to ensure maximum stability.

Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carrier. Maximum gross weight is 2,000 lbs. Pack flush to corners, top side up, label facing out, without overhang at any edge. Voids must be to the center of the pallet. Pack with care. Loaded pallets may be stored four high at destination.

Noncompliance with the palletizing specifications may be cause for the Government to reject the shipment at destination and return it to the contractor at their expense. The Government may, at its option, offer the contractor an opportunity and a reasonable time to correct, however, the Government may choose to repackage in accordance with the specifications and charge all costs to the contractor.

NOTE: Pallets are required for all destinations receiving 10 or more shipping containers. Failure to properly palletize may be cause for re-palletizing at contractor's expense. See GPO Contract Terms.

SCHEDULE: Adherence to this schedule must be maintained. See “Notice of Compliance with Schedules”, in GPO Pub. 310.2 Rev. 1-18. Purchase Order and furnished material will be electronically available to provide to the contractor by **February 5, 2021**.

Unscheduled material such as shipping documents, receipts or instructions, delivery list, labels, etc., will be furnished with the order shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RECEIPT FOR DELIVERY: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor’s invoice for payment.

Any Order Delivery/Tracking Report is required for all deliveries. Contractor to update report with each shipment and each confirmed delivery and email to: Jennifer.2.Brown@dla.mil and mwebb@gpo.gov.

DISTRIBUTION: Deliver f.o.b. destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Deliver complete on/or before **March 2, 2021**:

AMWARE Fulfillment
8125B Troon Circle
Austell, GA 30168
Attn: Angela Smith (770) 739-7070 ext.: 2402

Immediately upon completion of this order send 1 printed 2021 Desktop Planner Calendar to: DLA, 1641 Morris St, Bldg. K-BB, Norfolk, VA 23511.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes – Level 1
- (b) Finishing Attributes – Level 1
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level 1
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Approved Preproduction Samples
P-9. Solid and Screen Tint Color Match	Approved Preproduction Samples/ Pantone Matching System
P-8. Halftone Match	Approved Preproduction Samples
P-10. Process Color Match	Approved Preproduction Samples

QUALITY ASSURANCE RANDOM COPIES: The contractor is required to submit quality assurance random copies to test for compliance against specifications. The contractor must divide the entire order into 50 equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies (*****NOTE: to be mailed to WASHINGTON, DC**). The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order number must be furnished with billing.

BID OFFER

SHIPMENT(S): Shipments will be made from: City _____, State _____

JACKET NO: **504-499**

Bid Price \$ _____ Additional _____ Rate _____

DISCOUNTS: Discount is offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

_____	_____
(Company Name)	(GPO Contractor's Code)

(Street Address, City, State and Zip Code)	
_____	_____
(Printed Name and Title)	(Telephone number)
_____	_____
(Signature)	(Date)
_____	_____
(E-Mail)	(Facsimile Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)